UNIVERSITY OF WYOMING

Guidelines for Undergraduate Student Grade Appeals

Undergraduate students may appeal final course grades in accordance with their academic unit's and college's policies and procedures. Once a grade appeal has gone through the full college process, the student may appeal the grade decision to the Associate Vice Provost for Undergraduate Education. Any grade appeal to the AVP for Undergraduate Education must be made within 10 business days of the student receiving the college's final decision, unless college policy allows a longer time period for appeal.

Grade appeals to the AVP for Undergraduate Education will only be considered if they meet the following criteria:

<u>There were errors in hearing procedures at the college:</u>

- Did the student have a hearing if they wanted one? If no, there is a basis for appeal.
- Did the hearing panel make their decision on data that was inaccurate or incorrect facts? If yes, there is a basis for appeal.

<u>There were errors in the decision basis:</u>

- Was the decision based on standards that are unreasonable or differently applied to other students? If yes, there is a basis for appeal.
- Was the decision based on standards that are unusual departures from previously articulated standards? If the answer is yes, there is basis for appeal.
- Was the decision come to in a capricious manner? If the answer is yes, there is basis for appeal.
- Did the appeal panel weigh all the facts in evidence without prejudice? If the answer is no, there is basis for appeal.

It is incumbent upon the student appellant to lay out and provide documentation for the exact basis or bases for the appeal in their request to the AVP for Undergraduate Education.

If the AVP for Undergraduate Education determines that an appeal request meets the above criteria, the AVP for Undergraduate Education will refer the case and associated documentation to a panel of three faculty members. This referral or, alternatively, a notice to the student that the request for an appeal is denied, will be made within 10 business days of receipt of the appeal and associated documentation from the student appellant. Although no hearing involving the appellant, appellee or others is required, a hearing or hearings may be held if deemed necessary by the grade appeals panel. The faculty appeals panel will make a recommendation to the AVP for Undergraduate Education within 30 calendar days of receiving the appeal and associated documentation. Within 10 business days of receiving the appeals panel's recommendation, the AVP for Undergraduate Education will submit a decision to the Provost. Unless the Provost reverses or otherwise modifies the decision within 10 business days of receipt, the decision is final. If the college

level decision is upheld, no explanation or report other than this decision is necessary. If the college level decision is overruled, the AVP for Undergraduate Education shall submit a written explanation of the decision to the relevant dean.